

# Kingman Elementary School



## **“Working/draft” plan for re-opening school during the COVID-19 Pandemic.**

**July 29, 2020**

*Dear parents and staff members,*

*This plan includes all of the “requirements” provided to schools through the Maine Center for Disease Control, the Maine Department of Education and the Governor’s Office. It also includes many suggestions that will assist us to keep our doors open, remediate the learning that was lost during the shutdown and moves us forward in a new way. We want to be prepared for any possible disruptions that may come our way. Our goal in developing this plan is to ensure that every Kingman Elementary student continues to have an excellent opportunity for learning! The plan has draft written on it because of the frequently changing climate that is this virus...*

*Thank you all for supporting us and your students. Together, we can get this done!*

**Update: 10/8/2020**

## Physical Health and Safety Considerations

### **Masks/Face Coverings**

1. Adults, including educators and staff, are required to wear a mask/face covering that covers their nose and mouth.
2. Masks/face coverings must be worn by all students on the bus.
3. Face shields may be an alternative for those students with medical, behavioral, or other challenges who are unable to wear masks/face coverings. The same applies to staff with medical or other health reasons for being unable to wear face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears.

### **Hand Hygiene**

1. All students and staff in a school will receive training in proper hand hygiene.
2. All students and staff must wash hands or use sanitizing gel upon entering the school, before and after eating, before and after donning or removing a face mask, after using the restroom, before and after use of playgrounds and shared equipment, and upon entering and exiting a school bus.

### **Personal Protective Equipment**

1. The Kingman school nurse and/or any staff supporting students in close proximity, will use additional safety precautions when distance is not possible, or when a student requires physical assistance. These precautions will include, eye protection (e.g., face shield or goggles) and a mask/face covering.
2. Classrooms and/or areas that have been used by an individual diagnosed with Covid-19 must be closed off until thorough cleaning and sanitization takes place.

### **Return to School after Illness**

1. Sick staff members and students must use home isolation until they meet criteria for returning to school.

### **Symptom Screening Before Coming to School**

1. Students (parents/caregivers) and staff members must conduct self-checks for symptoms prior to boarding buses or entering school buildings each day. Kingman's Collaborative Planning Team (CPT) will provide information to families in their primary language to support them in conducting this check.
2. Any person showing symptoms must report their symptoms and not be present at school.
3. Kingman's CPT will provide clear and accessible directions to parents/caregivers and students for reporting symptoms and absences.

### **Transportation-Bus Plan**

#### **Drivers should set seating plan following these guidelines:**

1. Consider order that students board the bus to allow boarding to occur from back to front as much as possible. All students will have assigned seats on the bus. Siblings will sit together on one or two seats (if 3 siblings, they will be directly across from each other).

2. One child per seat unless students reside in the same home.
3. Clearly mark names of students on seats.
4. Collaborate with and provide a copy of the seating plan to the school principal.
5. Report any changes to the plan to the principal immediately and note changes on sub plan in binder for any sub drivers.
6. Clearly post rules of the bus in front and back of bus where clearly visible to all students.
7. Windows will be cracked open as weather permits to increase ventilation within the bus.

#### **During Route:**

1. Drivers must wear face mask/face shield at all times, while students are present (at all times) on the bus.
2. Students will sanitize hands upon boarding bus.
3. Students must sit in assigned seats.
4. All other bus safety rules apply.
5. Report any issues to the office daily using the bus report form.

#### **Proper Sanitization of the bus:**

1. Handrails and seats must be properly cleaned and sanitized after each route.
2. All trash removed from the bus daily.
3. Request any cleaning supplies/PPE from the school as needed.

#### **Parent responsibilities:**

Students (parents/caregivers) must conduct self-checks for symptoms prior to boarding buses or entering school buildings each day. The school will provide information to families to support them in conducting this check. Any student showing symptoms must report their symptoms and not be present at school. The schools will provide clear and accessible directions to parents/caregivers and students for reporting symptoms and absences.

#### **New Students from out of State:**

As a child who is travelling in to the state alone, the student would either need to quarantine for 14 days or have a negative COVID test within 72 hours of arrival in the state. (Quarantining while waiting for both the test to be done and the results to come back)

#### **Physical Distancing and Facilities**

##### **Prior to school re-opening:**

1. The Kingman School facility will have its existing ventilation capabilities evaluated to ensure that they are maximizing their current capacity. Adequate ventilation is required for classrooms. School staff will ensure that classrooms are using properly working outdoor air exchange, including using fans in open windows or doors. \*On August 10<sup>th</sup>, the Kingman Elementary School will have the ventilation system thoroughly checked, old ventilation ducts will be capped, the water system will be evaluated, and all heater grills will be cleaned and checked.
2. The Kingman School facility will be professionally cleaned before school reopens. The custodian will follow the CDC protocol attached to this plan once school reopens. The custodian will clean and disinfect the building daily.

3. Groups in any one area, room, or classroom will not exceed the Governor's gathering size limits. Students will remain in their assigned classroom. Our teachers and Title I educational technician will travel between rooms for group instruction.
4. A "medical isolation room" has been designated for students/staff who exhibit COVID-19 symptoms during the school day.

#### **Staff responsibilities:**

1. Staff members must conduct self-checks for symptoms prior to entering school buildings each day.
2. Administration will provide information to staff to support them in conducting this check. Any person showing symptoms must report their symptoms and not be present at school.

#### **Procedure:**

1. Upon arrival, students will leave the bus and be greeted at the front doors by a staff member designated for that day.
  - a. Students and staff will be masked.
  - b. Students will be provided with a verbal symptom check. Temperature will be checked on the bus and that daily report will be left at the school. Results will be recorded daily with a check for "OK" and notes regarding any illness detected.
  - c. If a student is considered to have symptoms, parent will be called and told to pick their child up. The child will be isolated until the parent arrives for pick-up.
  - d. Staff members will ensure that symptom checks and temperature checks are performed and that all students sanitize hands safely and correctly upon entering the building.
  - e. Once a student has moved through the line, they will proceed into the building and to their classroom.
  - f. Student masks may be taken off once the student is in his/her designated work area.

#### **Prior to return to school:**

1. Desks will be placed 6 feet apart with positions marked on the floor.
2. Signage will be up in all designated areas, including the floors.
3. If whole group floor area is utilized for teaching, sitting spots must be taped to the floor to allow social distancing in this area.
4. Students will not stand in lines. They will be directed one at a time for times that they might normally have stood in line.
5. Classrooms will be stocked with classroom-acceptable cleaners, PPE and thermometers for teacher use. Please report any cleaners/PPE that you need to the office.
6. Plexiglass barriers and student dividers will be set up on student and teacher tables.

#### **Once students have returned to school:**

1. All staff members must maintain 6 feet of distance from others to the extent possible. Maintaining 3 feet of distance is acceptable between and among students when combined with the other measures outlined in this list of safety requirements.
2. Masks must be worn in common areas such as the hallway, bus, etc.
3. Masks must be worn when a student or teacher leaves his/her assigned space, especially if they are moving into someone else's space or when social distancing is not occurring.
4. Teachers are encouraged to plan outdoor learning opportunities, project-based learning opportunities and/or learning opportunities that utilize apps such as google classroom and zoom on a daily basis during a specified time in the schedule.

5. There will be NO sharing of materials. Each student will have a supply box in/on their desks with pencils, crayons, glue, etc.
6. Teachers will introduce and encourage no-contact ways to greet each other safely such as an air hug, thumbs up, dance, silly face, spirit fingers or a wave.
7. Teachers will teach and direct students to cough or sneeze into their elbow when not wearing a face covering or alternatively, cough or sneeze into a tissue, discard the tissue into trash container, and then perform hand hygiene.
8. Teachers will teach with repetition proper hand washing and sanitizing protocols, mask wearing, social distancing and new procedures that have changed due to COVID-19.
9. Windows will be open as weather permits to increase ventilation. Fans will be used to circulate air as needed in smaller, less ventilated areas.
10. Students and staff must wash hands/sanitize upon entering the school, before and after eating, before and after donning or removing a face mask, after using the restroom, before and after use of playgrounds and shared equipment, and upon entering and exiting a school bus.

#### **Classroom assignments:**

1. Mrs. Harris will be the assigned teacher for Pre-K through first grade.
2. Mrs. Rollins will be the assigned teacher for grades 2-5.
3. Mrs. Mitchell will continue to be our Title I teacher and she will be the “learning facilitator” for all grades.
4. Ms. Lorigan will continue with special education.
5. Pre-Kindergarten and Kindergarten will have their physical assignments in Mrs. Harris’s room.
6. First and second grade will have their physical assignments in Mrs. Mitchell’s room.
7. Grades 3-4 will be physically assigned to Mrs. Rollin’s room.

#### **New approach for teaching and learning:**

1. Each group of students will remain together for most of the day. Mrs. Harris will move between her physical classroom and Mrs. Mitchell’s physical to provide direct instruction to her 1<sup>st</sup> and 2<sup>nd</sup> grade students.
2. Students will stay with their small group for most of the day and teachers will move between rooms. For instance, when Mrs. Harris teaches the 1<sup>st</sup> and 2<sup>nd</sup> graders, Mrs. Mitchell will work with the Pre-K and K students.
3. Mrs. Gray will also go to each group for lessons in Health, Art, Music and Physical education.
4. Teachers will work together to plan for each week on Tuesday afternoon staff meetings so that learning is rigorous and consistent.
5. All students and staff will follow one schedule with very specific expectations for instruction during those times. Each day, students will learn how to become more skilled at using online instruction options so that they are able to work from home in a very efficient manner if we need to move to remote learning again.

#### **Specials:**

1. Art will take place in classrooms.
2. Music will take place on the gym. Students can socially distance on the gym floor using marked spaces.
3. Phys. Ed. will be outside as much as possible. Choose activities that involve limited or no contact. When inside, students must be doing activities which allow them to remain on their socially distanced spaces. These activities could include aerobics, Simon Says-type games, yoga, etc.
4. Guidance will take place in the classroom.

### **Recess protocols:**

1. Students will have recess at a designated time with their classroom group.
2. There will be no sharing of balls or other portable playground equipment.
3. Recess will be outside as much as possible. If recess must be inside, students will remain in the classroom where they will engage in activities that adhere to social distancing and non-sharing of materials but can still allow for social interaction and fun.
4. Students will wear masks and regular or disposable gloves during recess.
5. Students must wash hands/sanitize before and after recess.

### **MEAL-TIMES**

#### **Preparing for in-school mealtimes:**

1. Trays will be utilized for meals.
2. Condiments will be delivered by the cook. The cook will handle any condiments and apply them as needed to the student's tray.
3. Plastic utensils will be used instead of traditional silverware
4. The cook will confer closely with the principal to ensure that appropriate PPE and cleaning supplies are stocked and ordered as needed.

#### **During meal service:**

Meals will be distributed at the serving area by the cook. The cook will be masked and gloved. The point-of-service person will be masked. Students will need to wear masks when entering the hallway to go to breakfast and lunch.

#### **Breakfast and lunch mealtime protocol:**

1. Students must wash hands prior to and immediately after mealtimes and follow all classroom handwashing, social distancing and masking protocols.
2. There will be no lunch line, each student will be called to the kitchen window to pick up their lunch.
3. Students will sit at assigned places, located on 4 tables (4 students per table, assigned seating spaced apart) allowing for 6 ft. of physical distance. 6 feet of physical distancing is required for students while eating breakfast and lunch, as students will be unable to wear masks at that time.
4. Students will be dismissed in their classroom groups (one at a time) to report to the kitchen for food pickup. They will take their places on the socially distancing spaces and wait for their turn at the window.
5. Students will be monitored by the supervising teacher in the gym. This staff member will call each student to the kitchen window to return any lunch items/garbage.
6. Once a student returns their tray, the teacher will call the next student who will take their place on the last socially distancing space. This process will continue until all students have received and returned their lunch trays.
7. Students may remove their masks once they sit in their designated lunch spot.
8. Students will come up one by one to dump their tray, depositing empty trays on the rolling cart. Dirty trays will be dropped off in the kitchen window and trash deposited in the garbage can.
9. Student will wash hands after lunch and will go directly to his/her cubby, collect their outside clothing, and go to the playground for recess.

**Proper sanitization of the kitchen:**

1. Cook will use the CDC cleaning protocol attached to his plan for cleaning and disinfecting the kitchen area and the lunch tables.
2. Traditional cleaning/sanitizing policies and procedures must continue to be followed.
3. All kitchen counters and high contact areas must be cleaned and properly sanitized after each meal and routinely during the day.
4. All trash must be disposed of after each meal.
5. Request any cleaning supplies/PPE from the school as needed.

**“Designated Medical isolation room”**

A “medical isolation room” has been designated for students/staff who exhibit COVID-19 symptoms during the school day.

**If Symptoms are Present At School**

1. The room at the end of our hall will be designated as our official “medical isolation” room in the event that a student exhibits COVID-19 symptoms during the school day.
2. The student will be isolated and will wait with one staff person donning the appropriate PPE.
3. The parents and the school nurse will be called.
4. The principal will be notified.
5. Once a student leaves the medical isolation room, that room must be closed off to all students and staff until the room can be properly cleaned and sanitized.
6. If an individual is diagnosed as having COVID-19, all areas that have been used by that individual must be closed off until thorough cleaning and sanitization takes place.
7. Sick staff members and students must use home isolation until they meet criteria for returning to school.

[Social, Emotional, Behavioral, and Mental Health Considerations](#)**Prior to re-entry:**

1. The Kingman School Collaborative Planning Team will work together to communicate with parents regarding our return to school plan. We will use Facebook, Messenger and Zoom to inform parents of the plan.
2. We will invite parents and community members to an in-person “outside” meeting to communicate our plan, answer questions and to provide resources. This will take place in August. At this time, parents will be invited to wear a mask, use social distancing and do a walk through of the school and classrooms.

**Once school is in session:**

1. Teachers will meet weekly to plan for the coming week. We will use this time to develop stronger skills that will support remote learning and the use of technology.
2. Teacher meeting time will be used to check in with everyone on their emotional and physical well-being and to have time to support each other.

3. Each teacher will have a morning meeting time and this will be 15 minutes of designated time to talk to the students and to listen to how they are doing. We will have daily reminders about why handwashing and mask wearing are so important to their learning
4. Guidance services will be offered on a weekly basis.
5. We will use our newsletters to continue to provide resources to support students and families. School staff will continue to use Facebook to post notes, thoughts, suggestions to families.
6. The school will have a standard scheduled that includes daily plans for using technology well so that if we need to be back to remote learning for a short or long term, our students will be well prepared from learning at home (if remote learning is required).

### Academic Programs and Student Learning Considerations

#### **Plans for on-going professional development:**

1. The Kingman CPT team, including teachers and educational technician have engaged in staff in professional development during the remote learning period to improve on their use of technology and skills for instruction in a remote learning environment. This will continue with weekly meetings focused on continuing learning in this area.
2. School staff will continue to access webinars and live sessions on remote learning and blended learning.
3. The CPT will plan team for instruction to draft curriculum plans for rapidly transitioning between possible scenarios: all in-person learning; some staff and students remote; all remote learning.
4. We will continue to provide flexible grouping, multi-age classrooms, looping, interdisciplinary courses and units:
5. There will be a daily schedule followed by all grades to assist us in building learning and practice for remote learning when students are in-person so that everyone is prepared. Each day, student will engage in time for using support programs, such as IXL/Prodigy and for learning within Google classroom. The daily schedule will include all school time to do this work.
6. Teachers will emphasize project-based, interdisciplinary learning activities.

#### **Student assessment protocols:**

1. Students will be screened using NWEA and other screening tools, i.e., *Step into Reading* baseline assessments, within the first month of school to provide baseline data for class groupings. Students may be grouped according to their levels in Math and English Language Arts.
2. Teachers will use formal assessments sparingly and efficiently to reduce stress. They will consider flexible, short or long-term ability groupings or placements for students, based on their needs. Teachers will hold high expectations and offer scaffolded opportunities for all students to reach and exceed grade-level goals.

*Consider what assessments may be used to measure student progress attained through the end of the third quarter and what was the expected growth through the end of the 2019-2020 school year. Consider the following:*



- *Formative academic measures (Math, ELA, Science)*
  - *Social and Emotional Skills*
  - *Progress monitoring and intervention data prior to March 2020 and current*
  - *Executive Skills*
  - *Access issues (Was the child able to meaningfully participate in remote learning?)*
3. Data that is generated from assessments will be reviewed and analyzed at our weekly teacher meeting to deepen our understanding of each student's knowledge and skill levels in Literacy and Math. Teachers will use this data to plan instruction for small groups and individuals.
  4. This data will support our schoolwide efforts at recovering learning gaps that may have occurred through the end of the third quarter and what was the expected growth through the end of the 2019-2020 school year that our students were in remote learning.
  5. If a student's educational, social/emotional, or behavioral needs have changed to the degree that the student's ongoing services or supports are no longer sufficient to access their educational programming, the student's specialized team (MTSS/RTI Teams, IEP Team) should meet to determine if student's current needs require more support.

#### Common Foundation for Remote Learning

***Any decision to initiate At-home/Remote learning will be based on current CDC recommendations and State Regulations/Guidance and will be made at the EUT level. Expectations for Kingman Elementary School Teachers and Staff:***

1. It is the expectation of the EUT, that teachers will provide daily learning opportunities aligned to, and which result in demonstration of achievement towards, the Maine Learning Results (MLR), that include forward movement along learning progressions or through grade level expectations as well as reinforcement of prior learning and necessary intervention regardless of the learning format. (in person, hybrid, or remote)
2. Teachers will provide parents/students with a **clear daily schedule for instruction**. This will be posted in our Facebook group. This daily schedule will include age-appropriate engagement expectations for students; live daily contact between teachers and students (and/or caregiver); direct instruction (either synchronously or asynchronously); independent student work; and the opportunity for questions and feedback during teacher office hours.
3. Online learning platforms including Zoom and Google Classroom will be used regularly at school to help students become more familiar with their use and to have practice interacting with direct teacher support prior to remote learning. While at home, this platform will be the tool to provide access to resources, links to virtual meetings/ classes, and turn in work.
4. Teachers will provide students with a weekly syllabus of learning goals/assignments in their schoolwork packets. Students will be given access to the necessary materials and resources to support engagement in lessons regardless of location and limitations (no wi-fi access, etc.)

#### **Expectations for ECS Students and Families:**

1. Student expectations for Remote Learning will be published in the school handbook. Regular attendance, and active participation will be required and expected.
2. Families are expected to inform the school if they do not have access to the Internet and a device for

learning at home (tablet or laptop/computer). Phones are not considered appropriate devices for learning. The school will do its best to ensure equitable access to learning materials through providing access to a computer and/or WiFi device to be used at home.

3. Each student/family will be issued a school assigned (@eut4me.org) student google email account to access their Google Classroom learning platform, and to aid in communication between teachers, students, families, and the school.

4. Links to short video tutorials to help parents become more familiar with Google Classroom and Seesaw Classroom will be shared to all parents through their child's email account. Parents who are not familiar with online learning platforms, are asked to utilize these resources to help their child during at-home/remote learning.

5. Students are required to actively participate in their learning daily (as outlined in the KES Student Handbook).

**6. Student attendance will be based not only on contact, but also on participation in learning (as outlined in the KES Student Handbook).**

7. Nutrition- Students will have access to no-cost, healthy breakfast and lunch daily. During hybrid or remote learning meals will be available for delivery/pick-up. Students will either opt-in or opt-out for this service during Remote or Hybrid learning. Any daily changes require parents to contact Alison at the school.

8. A plan for grading and for certifying achievement will be added to the KES student handbook.

9. A communication plan to assist students and caregivers of students in understanding what to expect, how to engage in remote learning, where to get questions answered will be part of the handbook

**Resources for this development of this “working” plan:**

**CDC Planning Tool:** <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>

**CDC Signs:** <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc&Page=2>

**Maine DOE:** <https://www.maine.gov/doe/framework>

[https://www.maine.gov/doe/sites/maine.gov.doefiles/inline-files/Pre-Screening%20Tool\\_2.pdf](https://www.maine.gov/doe/sites/maine.gov.doefiles/inline-files/Pre-Screening%20Tool_2.pdf)

**Cleaning and disinfecting facilities requirements:**

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

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